

DEPARTMENT OF COMMERCE CONSOLIDATED REPORTING SYSTEM (CRS) END USER GUIDANCE FOR NOAA AND BIS

Minimum Level of Review:

As a minimum, end users should review the CRS Budgetary Resources and Obligation Status Report information for their organization each month.

Obtaining a UserID and Password for CRS Access:

To obtain access to the CRS or if a UserID or password problem is encountered, please contact the NOAA CRS Coordinator, Bob Wolin, on 301/427-1009 x134 or at bob.wolin@noaa.gov.

CRS Web Address:

<http://crs.ocs.doc.gov/index.jsp> This URL will display the CRS Introduction Screen shown below.

Consolidated Reporting System

Welcome to the Dept. of Commerce Consolidated
Reporting System

- [CRS Review Users Click Here](#)
- [CRS View Users Click Here](#)

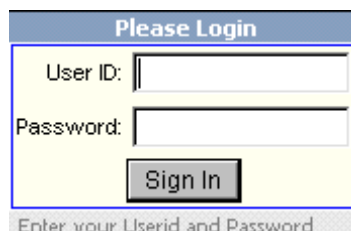
As indicated, **end users** should click on the hyperlink, “CRS View Users Click Here” to open the CRS Welcome Screen.

Login into the CRS:

As indicated on the CRS Welcome Screen shown below, please click the Login Link at the top left of the screen to access the CRS Reports. Note that the Welcome Screen sometimes displays important CRS Status Alerts.



The Login Link will open a box for entry of a UserID and Password as shown.



November 1, 2005

If this is your first time accessing the CRS, after entering your UserID and temporary password, the system will prompt you for a new password.

System enforced rules for establishing a password are:

- Must be at least 8 characters and no more than 12 characters in length
- Must NOT contain UserID
- Must have at least one upper case and one lower case letter
- Must have at least one number
- Must have at least one special character (\$, %, ^, &, etc.)
- Examples: B8acf&dcB or 76BBaa\$\$

Establishing and Saving CRS User Preference Information:

The CRS allows users to display reports in a predetermined order based on a user defined preference.

To establish a user preference, after logging into the CRS, click on the Personalize: Contents/Layout Button on the upper right portion of the application screen.

The screenshot shows the Consolidated Reporting System (CRS) interface. The header includes the Department of Commerce logo, 'CFO / ASA Consolidated Reporting System', and 'Powered by sas'. The main content area is titled 'Budgetary Resources and Obligations Status' and displays a table of data. The table has columns: Bureau, Annual Budgetary Resources, Obligation FY to Date, Annual Budgetary Resources Available, BOP FY to Date, % BOP Obligated FY to Date, and Status Alert. The table is currently empty. The left sidebar contains 'My Account Information' and 'Source Report' sections. The top navigation bar includes 'Logout', 'Help', 'E-Mail', 'About...', and a date 'Jul 18, 2005'.

The Content Layout Tool as shown below will be displayed.

The screenshot shows the Content Layout Tool interface. The tool is titled 'Content Layout Tool' and is used to define the content and layout of reports. It features a 'Available Content' section with a list of reports: 'DoC GRPA Performance Status', 'Financial Statements', and 'Performance and Accountability Report'. There are radio buttons for 'Left Zone' (selected) and 'Right Zone'. Below this are two columns: 'Left Content' and 'Right Content'. The 'Left Content' column contains 'Human Resource Reports', 'Performance Metrics', and 'Procurement Reports'. The 'Right Content' column contains 'Budgetary Resources and Obligations Status', 'Executive Vacancy Status', 'Workforce Status', 'Purchase Card Status', and 'Executive Positions Report'. At the bottom are 'Save Layout' and 'Close Window' buttons.

The Content Layout Tool display is a representation of what and how data will be displayed in the CRS reports windows. The Upper Block of the Contents Layout Tool is used to indicate those reports which are not expected to be used and should not be displayed. The Left Content is used to indicate those

reports that should be active and displayed at all times. The Right Content is used to indicate those reports which may or may not be used but should remain readily available.

To move a report from the upper block, highlight the report name, click on the appropriate (Left or Right) Zone Indicator, and click on the Add Content Button.

To move a report between the Left Content and Right Content, highlight the report to be moved and click on the appropriate horizontal arrow.

To change the order in which reports are displayed within either the Right or Left Content, highlight the report name and press the appropriate vertical arrow to move the report name either up or down.

To save any changes and return to the reports window, click on the Save Layout Button and then click on the Close Window Button.

The prescribed content/layout for NOAA users is:

Upper Block: None



Left Content: Budgetary Resources and Obligations Status
 Human Resource Reports
 Executive Vacancy Status (Not available to all end users)
 Executive Positions Report (Not available to all end users)
 Workforce Status
 Procurement Reports
 Grants Status
 Grants Reports

Right Content: Purchase Card Status
 Financial Statements (Not available to all end users)
 Performance Metrics

Accessing CRS Reports:

Based on the predetermined user preference, certain reports will be displayed each time the CRS is accessed. Other reports are represented by an icon which when clicked generate and display the report directly or in Adobe Acrobat (pdf) format.

For those reports that are always displayed, to enlarge the report to fill the complete window, click on the  icon on the right side of the grey criteria block of the report as shown below.

Budgetary Resources and Obligations Status						
Budgetary Resource and Obligations Status (in Thousands) As of 06/30/2005						
All Fund Types and Fiscal Year = 2005 and Bureau Name = NOAA						
Report View Fund Type Fiscal Year Column Expansion Row Expansion						
Go	All	Bur/FndGrp	All	2005	Bureau Standard	Bureau Standard
Bureau	Annual Budgetary Resources	Obligation FY to Date	Annual Budgetary Resources Available	BOP FY to Date	% BOP Obligated FY to Date	Status Alert
NOAA	\$4,923,506	\$2,561,507	\$2,361,999	\$3,426,361	75%	
Total	\$4,923,506	\$2,561,507	\$2,361,999	\$3,426,361	75%	

Budgetary Resources and Obligation Status Report:

The Budgetary Resources and Obligations Status Report initially displays data at the bureau level as shown above. However, the Report can be modified to display data by Line Office (LO), Financial Management Center (FMC), and Fund within FMC. The Report can also be modified to display all funds, direct funds only, or reimbursable funds only.

To display data by LO and FMC, open the Report View Dropdown Menu and select Bur/Org1/Org2.

To select all funds, direct funds only, or reimbursable funds only, select the appropriate fund type from the Fund Type Dropdown Menu.

Next, click on the GO Button and then click on the Bureau Name within the report. The report below will be displayed (may need to be maximized).

Reset	Hide Table	Query	Find	Subset	Total	TopN	Export to Excel	Export to PDF
Bureau Name: NOAA								
Columns 5-12 of 12								
Fiscal Year	2004				2005			
Bureau Name	Budget	Obligations	Available balance	Percent Obligated	Budget	Obligations	Available balance	Percent Obligated
NOAA	\$4,544,925	\$4,233,086	\$311,839	93.14%	\$3,426,361	\$2,569,758	\$856,603	75.00%
Bureau Name Total	\$4,544,925	\$4,233,086	\$311,839	93.14%	\$3,426,361	\$2,569,758	\$856,603	75.00%

Next, click on the Blue Right Arrow to display the LO's. The report below will be displayed.

Budget Operating Plan (BOP) and Obligations (in Thousands) As of 06/30/2005								
Reset	Hide Table	Query	Find	Subset	Total	TopN	Export to Excel	Export to PDF
Bureau Name: NOAA								
Columns 5-12 of 12								
Fiscal Year	2004				2005			
Organization Name	Budget	Obligations	Available balance	Percent Obligated	Budget	Obligations	Available balance	Percent Obligated
CAMS SYSTEM - FINANCE USE ONLY	\$0	\$-0	\$0	-	\$-2,999	\$2,999	-	-
FROM TRIAL	\$0	\$-412,600	\$412,600	-	\$0	\$0	-	-
HAAT ENV SATELLITE DATA & INFO SERVICE	\$873,213	\$879,872	\$-6,658	100.76%	\$819,267	\$740,416	\$78,851	90.38%
HAAT. MARINE FISHERIES SER - OFF OF ASST	\$924,069	\$1,019,488	\$-95,418	110.33%	\$665,800	\$457,897	\$207,903	68.77%
HAAT. MARINE FISHERIES SER - ASST ADM	\$669,272	\$668,587	\$685	99.90%	\$470,773	\$242,484	\$228,288	51.51%
HAAT. MARINE FISHERIES SER - OFFICE OF AA	\$871,977	\$1,001,848	\$-129,871	114.89%	\$652,797	\$567,306	\$85,491	86.90%
HAAT MARINE AND AVIATION OPERATIONS	\$203,126	\$202,194	\$932	99.54%	\$170,174	\$136,241	\$33,933	80.06%
OFFICE OF ADMINISTRATION	\$0	\$1	\$-1	-	-	-	-	-
OFFICE OF FINANCE AND ADMINISTRATION	\$418,266	\$259,968	\$158,298	62.15%	\$229,325	\$194,462	\$34,863	84.80%
OFFICE OF OCEANIC & ATMOSPHERIC RESEARCH	\$534,473	\$553,074	\$-18,601	103.48%	\$376,916	\$193,162	\$183,753	51.25%
OFFICE OF UNDER SECRETARY	\$50,528	\$60,855	\$-10,127	120.04%	\$39,652	\$39,630	\$21	99.95%
PROGRAM PLANNING AND INTEGRATION	-	-	-	-	\$1,658	\$1,157	\$501	69.78%
SYSTEMS ACQUISITION OFFICE	\$0	\$-0	\$0	-	\$0	\$0	-	-
Organization Name Total	\$4,544,925	\$4,233,086	\$311,839	93.14%	\$3,426,361	\$2,569,758	\$856,603	75.00%

Next, click on the appropriate Blue Right Arrow to display FMC's as shown below.

November 1, 2005

Reset | Hide Table | Query | Find | Subset | Total | TopN | Export to Excel | Export to PDF

Bureau Name: NOAA

Rows 1-20 of 38 Columns 5-12 of 12

Fiscal Year		2004				2005			
Organization 1 Name	Organization 2 Name	Budget	Obligations	Available balance	Percent Obligated	Budget	Obligations	Available balance	Percent Obligated
CAMS SYSTEM - FINANCE USE ONLY		\$0	\$-0	\$0	.	.	\$-2,999	\$2,999	.
FROM TRIAL		\$0	\$-412,600	\$412,600	.	.	\$0	\$0	.
NIAT EHV SATELLITE DATA & INFO SERVICE		\$873,213	\$879,872	\$-6,658	100.76%	\$819,267	\$740,416	\$78,851	90.38%
NIAT. MARINE FISHERIES SER - OFF OF ASST		\$924,069	\$1,019,488	\$-95,418	110.33%	\$665,800	\$457,897	\$207,903	68.77%
NATIONAL OCEAN SERVICE - ASST ADM		\$669,272	\$668,587	\$685	99.90%	\$470,773	\$242,484	\$228,288	51.51%
NATIONAL WEATHER SERVICE - OFFICE OF AA		\$871,977	\$1,001,848	\$-129,871	114.89%	\$652,797	\$567,306	\$85,491	86.90%
NOAA MARINE AND AVIATION OPERATIONS		\$203,126	\$202,194	\$932	99.54%	\$170,174	\$136,241	\$33,933	80.06%
OFFICE OF ADMINISTRATION		\$0	\$1	\$-1
OFFICE OF FINANCE AND ADMINISTRATION	ACQUISITION GRANTS & FACILITIES SERV OF	\$0	\$2	\$-2	.	.	\$-0	\$0	.
	ACQUISITION AND GRANTS OFFICE	\$10,329	\$12,384	\$-2,055	119.90%	\$1,904	\$1,089	\$815	57.19%
	AUDIT INTERNAL CONTROL & INFO MGMT OFC	\$1,130	\$1,458	\$-328	129.01%	\$0	\$1	\$-1	.
	BUDGET OFFICE	\$87,485	\$3,353	\$84,133	3.83%	\$200	\$175	\$25	87.55%
	CENTRAL ADMINISTRATIVE SUPPORT CENTER	\$10,142	\$13,026	\$-2,885	128.44%	\$1,669	\$555	\$1,114	33.23%
	CIVIL RIGHTS OFFICE	\$1,332	\$1,460	\$-129	109.65%	.	\$0	\$0	.
	COMMON SERVICES	\$69,028	\$36,965	\$32,063	53.55%	\$103,149	\$100,705	\$2,444	97.63%
	DIVERSITY PROGRAM OFFICE	\$1,642	\$1,797	\$-156	109.46%
	EASTERN ADMINISTRATIVE SUPPORT CENTER	\$9,443	\$11,313	\$-1,870	119.80%	.	\$0	\$-0	.
	EHV COMPLIANCE/HEALTH/SAFETY/SECURITY	\$3,158	\$3,043	\$115	96.37%
	FACILITIES OFFICE	\$0	\$46	\$-46	.	.	\$-2	\$2	.
	FINANCE OFFICE	\$20,811	\$25,666	\$-4,856	123.33%	\$8,678	\$6,468	\$2,211	74.53%

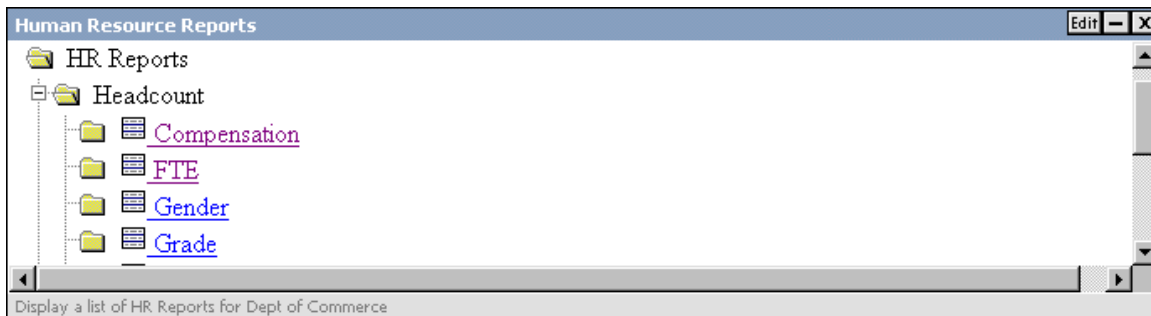
Continuing to click on the appropriate Blue Right Arrows will display lower levels of detail for Fund Group, Fund Name, Activity Name, Sub Activity Name, and Object Class Summary Name,

To return to previously viewed higher level reports, click on the appropriate Blue Left Arrow.

Human Resources Reports:

The CRS contains a number of Human Resources Reports. These reports are initially displayed as icons and require the selection of parameters prior to report generation.

The initial icon display is shown below.



To generate an FTE Report, first click on the Headcount icon which will display a listing of available reports which include FTE, Gender, Grade, Hours, PATCO, Race, Supervisor, and Turnover. Upon clicking on a report name the following parameter screen will be displayed.

HR Reports

Step 1. Select Organization/Levels (Search entire department by not selecting any):

Bureau	Org Code - Level 2	Org Code - Level 3
BEA	NAT ENV SAT DATA & INFO SERV	BUDGET OFFICE
BIS	NAT MARINE FISHERIES SERVICE	CENTRAL ADMIN SUPPORT CENTER
CENSUS	NATIONAL OCEAN SERVICE	CIVIL RIGHTS OFFICE
EDA	NATIONAL WEATHER SERVICE	DIVERSITY PROGRAM OFFICE
ESA	OFC OF FINANCE AND ADMIN	EASTERN ADMIN SUPPORT CENTER
ITA	OFC OF MARINE & AVIATION OPS	ENVIRONMENTAL COMPLIANCE
MBDA	OFF OF OCEANIC & ATMOS RES	FINANCE OFFICE
NIST	OFFICE OF UNDER SECRETARY	HUMAN RESOURCES MGMT OFC
NOAA		INFORMATION SYSTEMS MGMT OFC
NTIA		LOGISTICS STAFF
NTIS		MOUNTAIN ADMIN SUPPORT CENTER
O/S		NOAA REAL PROPERTY OFFICE
OIG		OFFICE OF THE DEPUTY CAO
PTO		REAL PROP, FACIL & LOGIST OFF
TA		WESTERN ADMIN SUPPORT CENTER

Step 2. Select Time Span:

Select Fiscal Year(s)	Fiscal Pay Period
2003	All
2004	27
2005	26
	25
	24

Step 3. Select output group(s) (You must select at least one down variable):

Down/Rows	Across/Columns
Pay Period Number	None
None	None

Display Options:

Row Totals	Column Totals
On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>

submit

reset

Using the parameter screen above, to generate an FTE Report, as indicated in Step 1, select a Bureau, Org Code – Level 1 (LO), and Org Code – Level 2 (FMC).

Select a Fiscal Year and Pay Period within the Fiscal Year or all Pay Periods as indicated in Step 2.

Select an Output Group(s) (at least one must be selected) as indicated in Step 3.

Next, click on the Submit Button to generate the report.

The report below will now be generated.

**Count of Pay Period Number and
NOAA,
2005, PayPeriod 15**

	Full-Time Employee Count	Part-Time Employee Count	Other Employee Count
Pay Period Number			
15	11,616	205	27

Data Source: Dept. of Commerce

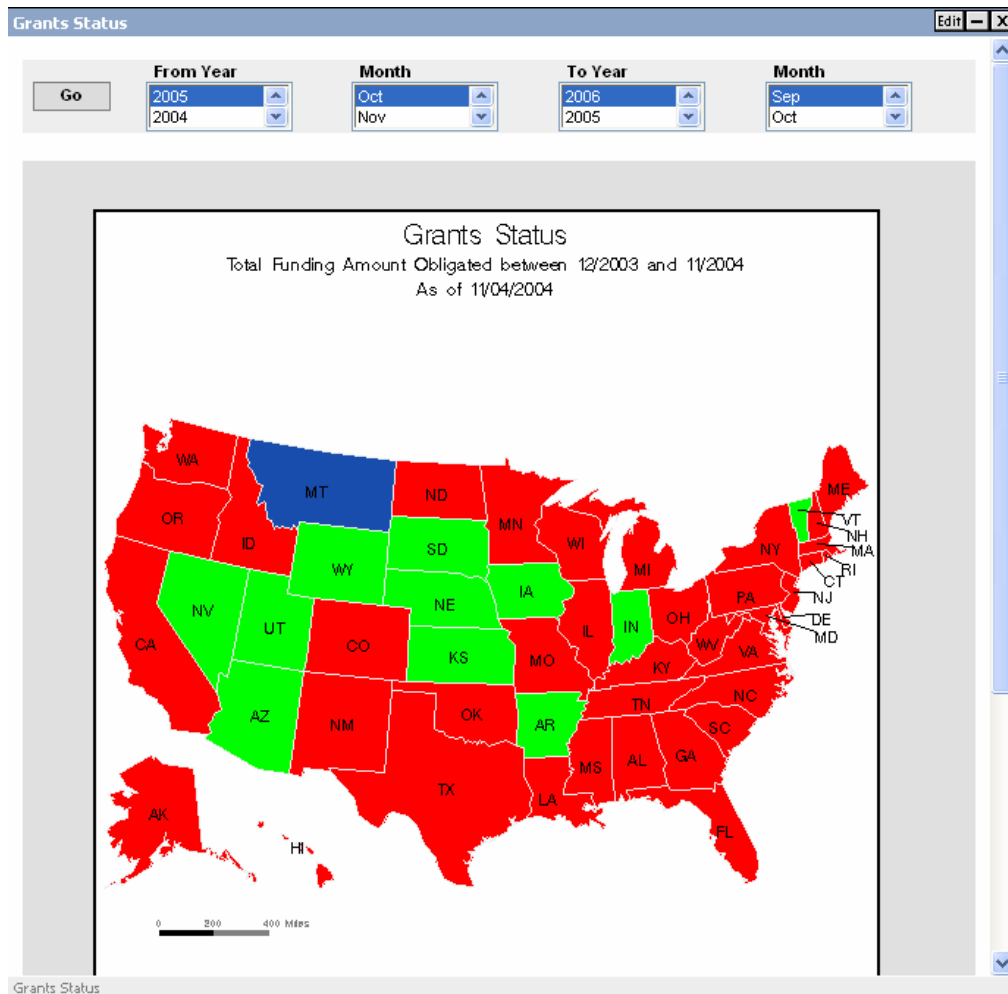
All Human Resources Reports can be generated using the procedure above.

Procurement Reports:

The Procurement Reports provide various OAM Balanced Scorecard information. For more information on the CRS procurement reports, please contact your servicing acquisitions office.

Grants Status Reports:

The Grants Status Reports are initially displayed as a map of the United States with each State identified. As shown below.



November 1, 2005

As shown, the period covered by the report can be modified using the dropdown menu parameters at the top of the report. A report of detailed grantee data for each State can be obtained by clicking on the State within the map,

Grants Reports:

The grants Reports provide grantee data down to the congressional district. Clicking on the Grants Detail icon will display a six step parameter screen as shown below. Completion of the screen will provide grant data reflecting the parameters selected.

[Create Query](#) [Show Tabulate](#) [Chart Wizard](#) [Map Wizard](#) [Download to CSV](#) [Download to PDF](#)

Grants Reports

Step 1. Select Bureau
bureau (You must select at least one)

All
EDA
ITA
MEDA
NST

Step 2. Select Geographical Region
State (You must select at least one)

All
ALABAMA
ALASKA
AMERICAN SAMOA
ARIZONA

State Filter

County (You must select at least one)

All

City (You must select at least one)

All

Zipcode (You must select at least one)

All

Congressional District (You must select at least one)

All

Step 3. Select Time Span

From Year (You must select one)

1994
0002

To Year (You must select one)

2006
2005

Month (You must select one)

Jul
Aug
Sep
Oct
Nov
Dec

Month (You must select one)

Jul
Aug
Sep
Oct
Nov
Dec

Step 4. Select Grant type Characteristics (Optional)
Recipient Type

All
All Other
City or Township Government

Assistance Transaction Type

All
Block Grant(A)
Formula Grant(A)
Project Grant(B)
Cooperative Agreement(B)

Minority Serving Institution

All
Not an MSI
HBCU (Historically Black College or University)
HSI (Hispanic Serving Institution)
TCU (Tribal College or University)

Step 5. Select Display Variables (You must select at least one down variable)

Down/Columns

none

Across Rows

none

none

none

Step 6. Select Type of Analysis (You must select at least one)

Analysis

All
Count (Frequency)
Federal Funding Amount
Non-Federal Funding Amount

Sort

☒ None
☐ Ascending
☐ Descending

Sort Variables

Count (Frequency)
Federal Funding Amount
Non-Federal Funding Amount
Total Funding Amount

Statistics

Sum
Percent

submit

reset

8

Purchase Card Status Reports:

The Purchase Card Status Report initially displays data at the bureau level as shown below. However, the Report can be modified to display data by Line office (LO), Financial Management Center (FMC), Fund within FMC, Activity, Sub Activity, and Major Object Class.

Purchase Card Status (in Thousands) As of 06/30/2005						
Fiscal Year = 2005 and Bureau Name = NOAA						
<div> Go All Report View: Bur/FndGrp Fiscal Year: 2005 Column Expansion: Bureau Standard Row Expansion: Bureau Standard </div>						
Bureau	YTD Dollars Spent	YTD # Transactions	Total Reconciled	% Transactions Reconciled	YTD Personal Property	% Total \$ Personal Property
NOAA	\$59,165	160,373	\$41,782	71%	\$6,311	11%
Total	\$59,165	160,373	\$41,782	71%	\$6,311	11%

To display data by LO and FMC, open the Report View Dropdown Menu and select Bur/Org1/Org2.

Next, click on the GO button and then click on the Bureau Name within the report. The report below will be displayed (may need to be maximized).

Purchase Card Status (in Thousands) As of 06/30/2005										
Reset Query Sort Total Find TopN Subset Export to Excel Export to PDF										
Bureau Name: NOAA										
Columns 21-30 of 30										
Fiscal Year of General Ledger	2005									
Bureau Name	Total Purchases	Total Transactions	Total Purchases Reconciled	Percent Purchases Reconciled	Total Transactions Reconciled	Percent Transactions Reconciled	Total Property Purchases	Percent Property of Total Purchases	Total Property Transactions	Percent Property of Total Transactions
NOAA	\$59,165	160373	\$41,782	70.62%	117060	72.99%	\$6,311	10.67%	2843	1.77%
Bureau Name Total	\$59,165	160373	\$41,782	70.62%	117060	72.99%	\$6,311	10.67%	2843	1.77%

To display data at the FMC level, click on the blue arrow to the right of the Line Office Name.

To display data at the Fund level, click on the blue right arrow to the right of the FMC Name.

To display data at the Activity level, click on the blue right arrow to the right of the Fund Name.

To display data at the Sub-Activity level, click on the blue right arrow to the right of the Activity Name.

To display data at the Major Object Class level, click on the blue right arrow to the right of the Sub-Activity Name.

To return to previously viewed higher level reports, click on the appropriate Blue Left Arrow.

Other CRS Reports:

Most other CRS Reports are opened upon accessing the CRS or are opened by clicking on the report icon. Some reports shown in the Content Layout Tool are not available to all end users.

NOAA Data Reviewers/Validators:

The NOAA CRS Data Reviewers/Validators are:

NMAO – Linda Rubio (301/713-3425 x185)
NMAO – Lisa Zuckerberg (301/713-3425 x190)
OAR – Dawn Defiore (301/713-2454 x183)
OSEC – Tim Daley (202/482-0965)
OSEC – Shirley Battaglini (202/482-0814)
NESDIS – Joan Bolton (301/713-3304)
NESDIS – Alicia Ferguson (301/713-3305)
NFA – Gwen Roache (202/482-2781)
NFA – Stephen Smith (202/482-1971 x101)
NFA – Robin Turner (202/482-2964)
NMFS – Mark Blades (301/713-2245 x224)
NMFS – Maureen Pulver (301/713-2245 x160)
NOAA Budget Office – Jim LeDuc (202/482-3939)
NOS – Kathy Salter (301/713-2989 x116)
NOS - Lorne Williams (301/713-3050 x168)
NWS – Agnes Brown (301/713- 9050 x160)
NWS Violet Foster (301/713-1015 x124)
NWS – Stephen Wills (301/713-9050 x184)